G.R.S. IX—5]

Previous references. 1923. File No. 27-23

P+S 27-21-9 (P+S) Serial Nos. 3

" 26-20-3

Later references.

P+S 26-24 Nos 1+2

" -26-24 Nos 3-6

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 3

Part B for December 23

SUBJECT

Skeleton form for the Preparation and Submission of the annual administration report on the working of the Govt Presses, Gazette Office

To

The Superintendent,
Govt. Printing

No E 1794 dt 27.23.3

Prescribes a.——

8.12.23

[illegible] from the
[illegible] to Secretary to Govt.

"[illegible] instructions received [illegible] for the
[illegible] of [illegible] exports of [illegible]
[illegible] Information [illegible]
[illegible] be [illegible]
[illegible] for approval.

[illegible]

[illegible]

[illegible] to the Secretary to Government, Revenue
Department.

Order.

Give orders to [illegible].

Init. T.E.J.
11/7

To

Asst. Secy. P.W.S.

Please take action
11/7

PWS
11/7

G. R. S. III-2]

General and Revenue Secretariat.

File No. 3/0 (2) of 19 22.

Serial No.

3 Two statements showing the heads under which information in the Administration reports of the Press & Stationery Dept is now classified are put up.

4 Subd for orders as to whether any revision of the heads of information is necessary.

18.7.23 18.7.23 Under Stationary Dept a para or two may be added as regards the results achieved by the practical application of Govt orders relating to economy & publicity. Some information may also be given regarding the inspections made by the Dept; & the various offices in the State to examine the surplus stock &c. Similar economies effected in Printing work, may also find a mention in the report on the Press administration

Revised

Secl Mem 31/7

24. 1.8.23.

6 The Press & Stationery may be called upon separately. Subd & Orders may be issued on the same file

NOTE—Contn. sheet.

ero No.41 dated 9th July 1923 from the Deputy Commissioner of Mysore to the Chief Secretary to Govt.

"Definite instructions are necessary for the preparation of the Administration Reports of Departments and Government Reviews thereon. Information on important heads in respect of which Government require particulars should be specified. Each Secretariat should put up drafts for approval

---

No. L.955-71/L.P.S-23-24

Dated 10th July 1923.

Copy of the above is forwarded with compliments to the Secretary to Government, Revenue Department.

Comc.

Five copies to Asst. Secretaries.

Sd/- T. E. J.
11/7

To

Asst Secy P.W.S.

2) Please take action
11/7

G. R. B. III-2]

General and Revenue Secretariat.

File No. of 19

Serial No.

1. I am afraid the case that is received [illegible]

2. The [illegible] proposal [illegible]

Please pass on a Skeleton form [illegible] for guidance in reading. The several hospitals and [illegible] hospitals in Assam.

[illegible]

2/8 dc 11/2/8/23 dc

7. A skeleton report re the Prosecutions [illegible]

Subd Similar report with Slaveery Depts will be separately Subd shortly.

Initiated draft Subd 13.8.23 13.8.23 377. 17.8.23 13.8.23 11.8.23 Sgn dc 15/8

8. Re copies of reports of the Remand Homes in Madras and the Borstal Homes available? If so [illegible] for the [illegible] Subd

dc 17/8

NOTE—Contn. sheet.

G.R.S. III—31

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

310

(4)

To

The Library for kindly putting up the copies of reports available referred to in the 2d Member's minute available in the Library.

18.9.23

Press Reports of Madras or any other presidency.

The reports are not in the Library

18.9.23.

9 May copies of the Reports asked for by the Member be obtained through Messrs Higginbothams?

22.9.23

60 The administration report of the Govt Press has been received & a review is being put up. Instructions to be issued will in these circumstances, be only for future guidance. As there is sufficient time, copies of reports of the Press in the Presidencies of British India will be obtained, if considered necessary, as there are not available in the library

25.9.23

Please write to Higginbothams

Adopt as Subd. This may perhaps issue from the Library

25.9.23

25.9.23

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

Proceedings of the Government of H.H. the Maharaja of Mysore.

Order No. Ec. 1794 / Prs. 25-23-3

Dated Bangalore, 30th December 1925

Government have had under their consideration the question of systematising the preparation of the Annual Administration Reports of the several departments. The sub-joined skeleton form for the preparation and submission of the annual administration report on the working of the Govt Press & Gazette office &c is prescribed for adoption in future.

2. The report while containing information under several heads indicated in the form, should be concise and brief and should not be of a discursive character. All suggestions or recommendations, requiring the orders of Government should form the subject of separate reference.

10/4

for Chief Secretary to Government

To

The Superintendent, Government Printing.

6.11.23

Annual Report on the working of the Government Presses and the offices of the Compiler, Mysore Gazette and the Registrar of Authorised publications.

****

SKELETON REPORT.

1. Superintendence:- Mention the changes in the personnel & nature of the superviding staff.
2. Important events:- Enumerate briefly the changes, if any, brought into force in the system and mode of work in the Press and other measures affecting Press economy adopted.
3. Additional plant:- Describe the additions to the plant either by purchases or by renewals giving the cost involved.
4. Establishment:- Indicate the total strength of the employees both in the Central and Branch Presses as compared with the previous year, with brief reasons for the variations. Give also the strength classified by communities.
5. Overtime :-- Give information about the total number of over-time units and the reasons for the variation from previous years figures.
6. Health and Accommodation:- Brief mention about the health of the employees and the casualities if any and also about the sufficiency of the accommodation and any changes effected.
7. Plant (Statement I):- Brief explanation of the tabular statement with remarks as to depreciation.
8. Stores:- (Statement II):- Brief enumeration of the value of opening balance, purchases, issues and closing balance, mention if stock was verified and value of excesses and shortages if any found.
9. Out-turn of work (Statements III & IV):- Compare the out-turn of work under the different branches and the expendi ture with those of the previous year.
10. Branch Press, Mysore (Statement V):- Same as in 9.
11. Miscellaneous receipts:-- Give information as to the Revenue realised from work done for the paying departments such as University, Railways etc., and also the total of the

9

receipts from other sources.

12. Mysore Gazette (Statement VI):- Place in a readable form the information contained in the statement with reasons as to the rise and fall in the number of subscribers and the net extra expenditure involved in comparison with the previous.

13. Registrar of Books (Statement VII):- Put in readable form the information given in the statement.

14. Comparative statement of out-turn and working expenditure:- Briefly review the outturn of work and the working expen diture in comparison with the previous year and give the percentages of increase or decrease with reasons therefor.

15. General Educational school :- Information about the progress of the school and the number of students receiving instruction and what percent of the Press employees of - school going age benefit by it.

16. Economies effected:- Give information about the special - measures of economy enforced with the practical results achieved in respect of each.

17. Recurring and Special works:- Report whether any additions or alterations to the list of obligatory works to be done at the Press for the several service departments were made during the year and enumerate the special printing works done at the Press during the year.

18. Issue of work to Private Presses:- Give the nature and amount of work if any, issued to Private Presses under Government authority.

19. Printing of question papers:- Report briefly how efficiently the work of printing the question papers and other confidential work was carried out.

20. Inspection:- Briefly mention the visits to the Press paid by members of Government or Important personages.

21. Conclusion:- General remarks about the staff and other matters.

*****

Higginbothams Ltd

17A, SOUTH PARADE.

Bangalore, 10 - 10 - 1923

1272

Dear Sir,

With reference to your order of the 29th ultimo we have to inform you that ~~our Head Office~~ Government report that Annual Records of the Workings of the Printing Process of the Govt of India Govt of Bengal, Bombay and Madras &c are not available.

Sd/-
This may be transferred
to Ed. Bor with file
Bg. 2/11

Yours faithfully,
for Higginbothams Ltd
Manager.

THE SIGN OF RELIABILITY

Higginbothams

Madras & Bangalore

High-Class Printers, Stationers, Publishers and Booksellers.

Engravers, Die-Sinkers, Copperplate Printers, Illuminators & Designers.

Book-Binders, Account Book Makers, Rubber Stamp Makers, Relief Stampers and Picture Framers, etc., etc.

South Parade, BANGALORE.

The Chief Secretary
to the Govt of H.H. The Maharaja
Mysore
General & Revenue Secs.
Bangalore

G. R. S. VI—G/52]

SUBJECT .....

(10)

Sent to Req^r for orders as to whether the way some

Section 26/9
File No. 15
Serial No. 15

✓

No. C. 849

To Messrs Higginbothams
Bangalore

Gentlemen,

Please supply to this office at your earliest convenience one copy each of the latest available annual reports on the working of the Printing Presses of the Govt of India & the local Govts of Madras, Bombay, Bengal & Allahabad as also the marginally noted Books or Manuals for Printing (latest corrections withdrawn)

Yours faithfully

Sir Treasury

This has to be issued from Office Branch & sent to Library for noting & after issue.

E.
26/9

Office B.

Govt of India Handbook of Printing
Bombay Govt —do—
Bengal Govt —do—
Annual Report of the Madras Govt Press.

WD 0632-GPB—1800—1-23.

25-9-23

25.9.23

Issue
26/9